NAPPA VERSION 3.0

Instructions for utilizing the NAPPA application

The following instructions are to be used when a practitioner is joining or leaving your Legal Entity.

Foundational Steps: How to Access to NAPPA

Verify If Practitioner Already Exists within the DMH system

Scenario 1: Create New Practitioner & Add to Legal Entity

- Step 1.1: Create New Practitioner
- Step 1.2: Complete "NACT PRM Practitioner Create" (Personal Identification, Language Capabilities,

Special Population & Cultural Competency Training Sections)

Step 1.3: Complete "NACT PRM – Service Location Practitioner Create" (Service Location, FTE,

Caseload, etc.)

Scenario 2: Add Existing Practitioner to Legal Entity

- Step 2.1: Associate Practitioner to your LE
- Step 2.2: Complete "NACT PRM- Service Location Practitioner Create" (Enter FTE, Caseload, etc.)
- Step 2.3: Find the Associated Practitioner's Submission Status (e.g. Draft or Submitted)
- Step 2.4: Verify and Confirm the Associated Practitioner's information
 - (e.g. Category, Taxonomy, Name, and Special Populations)

Scenario 3: Terminate Practitioner from Legal Entity (Completely Leaving the Legal Entity)

The following instructions are to be used when a practitioner is moving (adding or removing service locations) within your Legal Entity.

Scenario 4: Add a Service Location for a Practitioner Associated to your Legal Entity

Scenario 5: Remove a Service Location for a Practitioner Associated to your Legal Entity

Scenario 6: Update Associated Practitioner's Identifying Information

Appendix A. List of all Categories and Accepted Taxonomy Codes for Specialty Mental Health Services

Log In

Go to: https://lacdmhnact.dynamics365portals.us/SignIn?returnUrl=%2F

Click "Azure Ad" button to log in. You must have a C number AND access to NAPPA in order to log in.

DEPARTMENT OF MENTAL HEALTH hope, recovery, wellbeing		er Administration
	♠ Organization Service	Location Practitioners + Release Notes Reports Q Sign in
Sign in with a local acc	count	Sign in with an external account
* Username		Azure AD
* Password		
	☐ Remember me?	
	Sign in Forgot your password?	

If you do not have a C Number or are unable to log-in, please contact your Liaison and open a HEAT ticket to obtain a C Number and/or ensure you have access to NAPPA.

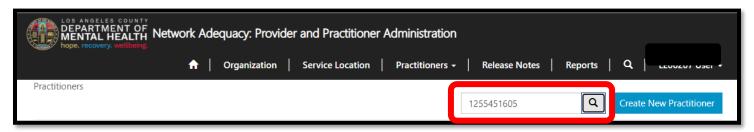
Foundational Steps: Verify If Practitioner Already Exists within the DMH system

Step 1: From the Practitioners tab, select "All Practitioners" from the drop down.



Step 2: In the "Search" field, enter the NPI number OR enter the name of the practitioner with the LAST name first, then the first name.

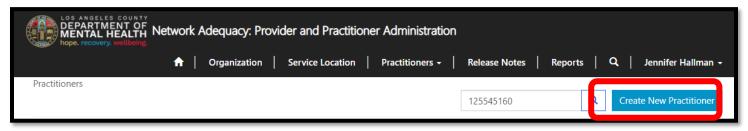
Tip: Utilize the NPI number for searching. Search the NPI Registery for NPI information https://npiregistry.cms.hhs.gov/



- If the practitioner is not found, go to Scenario 1.
- If the practitioner is found, go to Scenario 2.

Scenario 1. CREATE NEW PRACTITIONER & ADD TO LEGAL ENTITY

Step 1.1: If the practitioner is not found in the DMH system after following Step 1, select "**Create New Practitioner**"

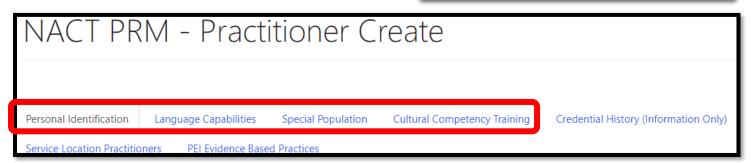


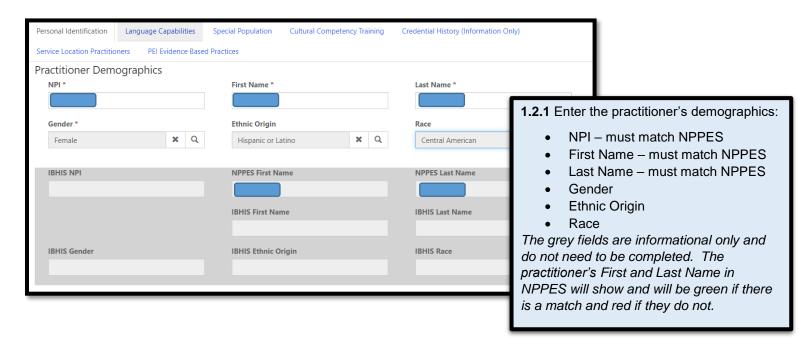
This will automatically take you to the "NACT PRM - Practitioner Create" page

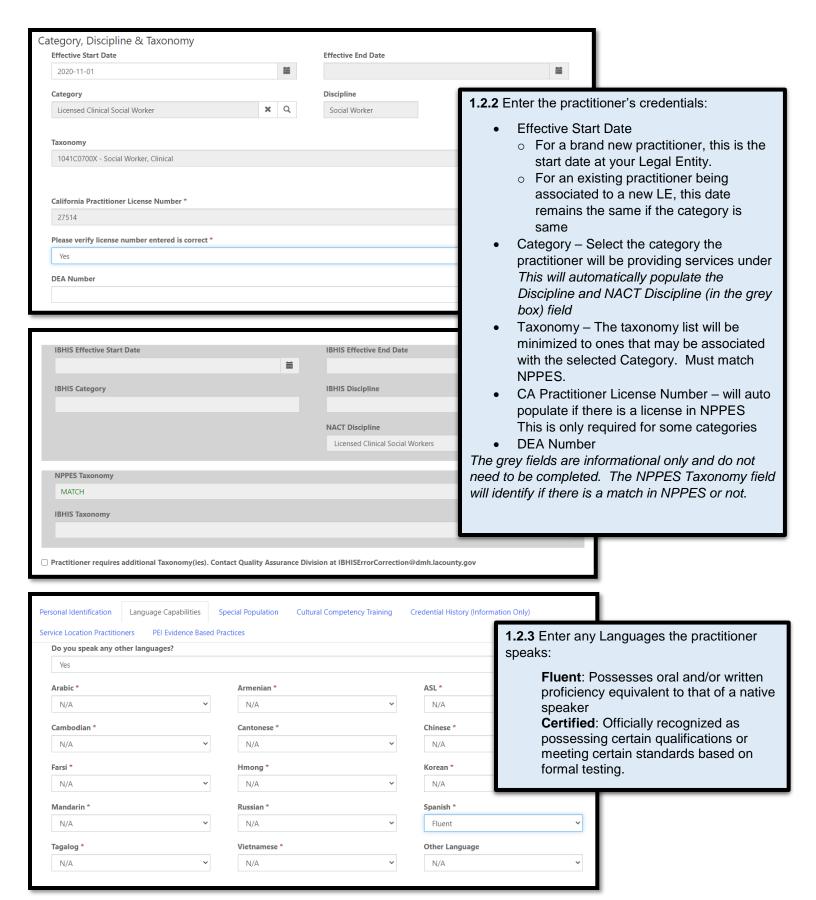
Step 1.2: Complete all fields on "NACT PRM – Practitioner Create" including fields on each of the following tabs:

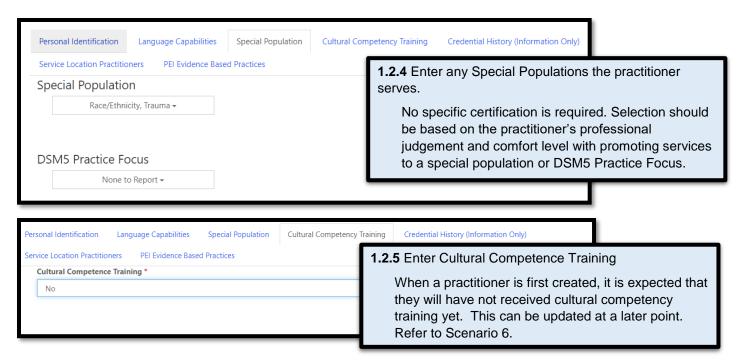
- Personal Identification
- Language Capabilities
- Special Population
- Cultural Competency Training

Note: Practitioner information including NPI, First and Last Name, and Taxonomy must match NPPES records. Search and update NPPES information via https://nppes.cms.hhs.gov/NPPES/Welcome.do









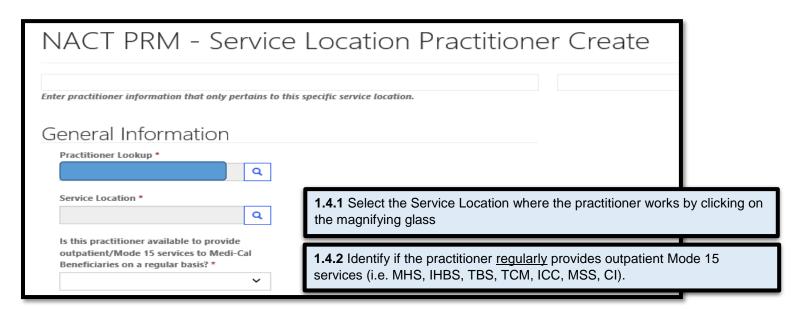
Note: Credential History, Service Location Practitioners, & PEI Evidence Based Practices are for reference only; no need to modify.

Step 1.3: After completing all the required fields of each tab, click "Save & Submit". If you need to come back to enter additional information, click "Save As Draft".

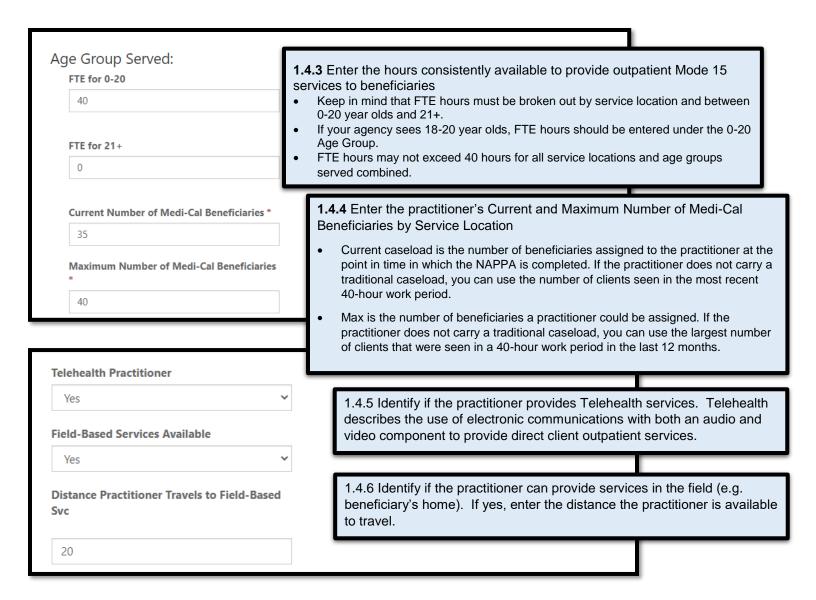


If you select "Save and Submit", it will take you automatically to the "NACT PRM-Service Location Practitioner Create" page and proceed to Step 1.4. If you select "Save As Draft", it will take you back to the "Associated Practitioners List" with submission status of Draft.

Step 1.4: Complete all fields on "NACT PRM – Service Location Practitioner Create"



- If you answered NO to the Mode 15 question, proceed to Step 1.5.
- If you answered YES to the Mode 15 question, proceed to Step 1.4.3.



For the detailed instructions of each category, please refer to the Appendix A.

Step 1.5: Click "Submit"



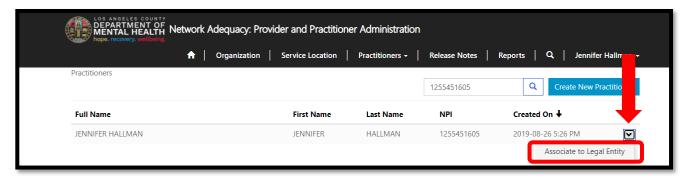
Step 1.6: Identify if the practitioner works at any other service locations.

- If the practitioner works at more than one service location, click "OK". This will prompt you to repeat Steps
 1.4.1 through 1.4.6
- If the practitioner does not work at any other service locations, click "Cancel". This will automatically return you to the "Associated Practitioners List" and all steps are complete for this practitioner.



Scenario 2. ADD EXISTING PRACTITIONER TO LEGAL ENTITY

Step 2.1: If the practitioner is found in the DMH system after following Step 1, associate the Practitioner to your LE by clicking on the down arrow next to the practitioner's record then selecting "Associate to Legal Entity".



Step 2.2: Complete all fields on "NACT PRM - Service Location Practitioner Create"

Refer to Steps 1.4 through 1.6 which will automatically take you to the "Associated Practitioners List". Then proceed with Step 2.3.

Step 2.3: Locate the practitioner that you just associated to the service location(s) by searching for their name or NPI# then select the practitioner by clicking on the blue hyperlinked name

Associated	Practition	ners Lis	t			
1255451605						
JENNIFER HALLMAN	1255451605	JENNIFER	HALLMAN	Submitted To IBHIS	Disassoc	iate

Step 2.4: Verify and update all information on "NACT – Practitioner Edit"

Home > NACT - Practitioner Edit				
NACT - Practitioner Edit				
December 1 december 1 december 2	Cassial Demokration	Cultural Constitution Training		
Personal Identification Language Capabilities Service Location Practitioners PEI Evidence Basi	Special Population ed Practices	Cultural Competency Training	Credential History (Information Only)	
Practitioner Demographics				
NPI *	First Name *		Last Name *	
1255451605	JENNIFER		HALLMAN	

If any of the practitioner's information should be edited, please refer to Scenario 6.

Scenario 3: TERMINATE PRACTITIONER FROM LEGAL ENTITY

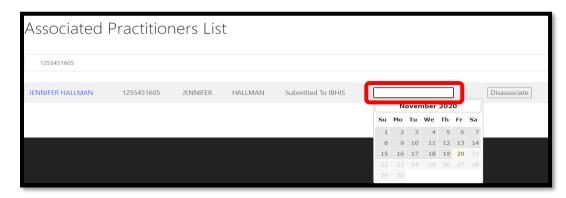
(Completely Leaving the Legal Entity)

Step 3.1: On the black ribbon, click "Practitioners" and select "Associated Practitioners"

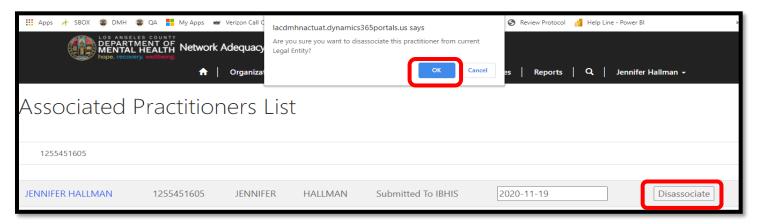


Step 3.2: Use "Search" field to search for practitioner by name or NPI#. Click within the "Deactivate Date" field and a calendar pop-up window will appear. Enter the practitioners last date at the Legal Entity.

Note: This date cannot be in the future.



Step 3.3: Select "**Disassociate**" to remove the practitioner from your Legal Entity. A pop-up will appear asking if you are sure you want to disassociate the practitioner. Select "**OK**" then hit refresh, the practitioner's name will disappear. All steps are complete for this practitioner. This also will automatically dissociate from all the service locations.



Scenario 4. ADD A SERVICE LOCATION FOR PRACTITIONER ASSOCIATED TO YOUR LEGAL ENTITY

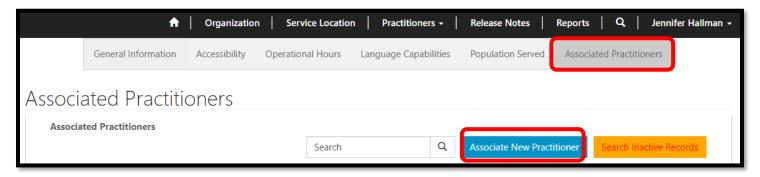
Step 4.1: On the black ribbon, click "Service Location"



Step 4.2: Locate the service location you would like to add by using the **Search** field (enter service location number or name). Once the location is found, click the down arrow and select "**Edit Record**".

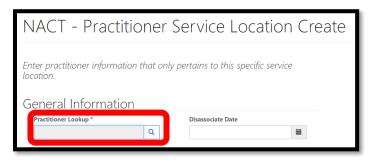


Step 4.3: On the grey ribbon, click "Associated Practitioners" then click "Associate New Practitioner"



This will automatically take you to the "NACT – Practitioner Service Location Create" page

Step 4.4: Use the "**Practitioner Lookup**" field by clicking on the magnifying glass. This will open a pop-up window to search by practitioner name or NPI #. Once the practitioner is found, click **submit**.





Step 4.5: Complete all fields on "**NACT PRM – Service Location Practitioner Create**". Refer to Scenario 2, Steps 1.4 through 1.6 for further information.

Scenario 5: REMOVE A SERVICE LOCATION FOR PRACTITIONER ASSOCIATED TO YOUR LEGAL ENTITY

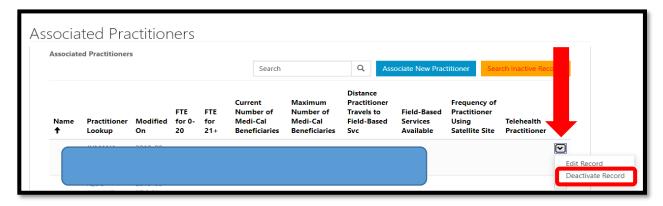
Step 5.1: On the black ribbon, click "Service Location"



Step 5.2: Locate the service location you would like to remove by using the **Search** field (enter service location number or name). Once the location is found, click the down arrow and select "**Edit Record**".



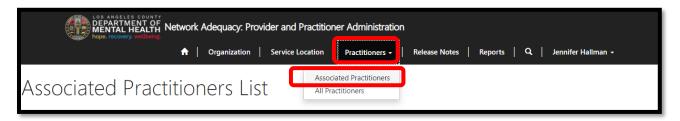
Step 5.3: Locate the practitioner you want to remove by entering the name or NPI# in the **Search** field. Once the practitioner is found, click the down arrow and select "**Deactivate Record**".



Scenario 6: UPDATE PRACTITIONER'S IDENTIFYING INFORMATION

IMPORTANT: NPPES must be updated prior to updating the practitioner's name or taxonomy in NAPPA.

Step 6.1: On the black ribbon, click "Practitioners" and select "Associated Practitioners"



Step 6.2: Locate the practitioner that you wish to update by searching for their name or NPI# then select the practitioner by clicking on the blue hyperlinked name

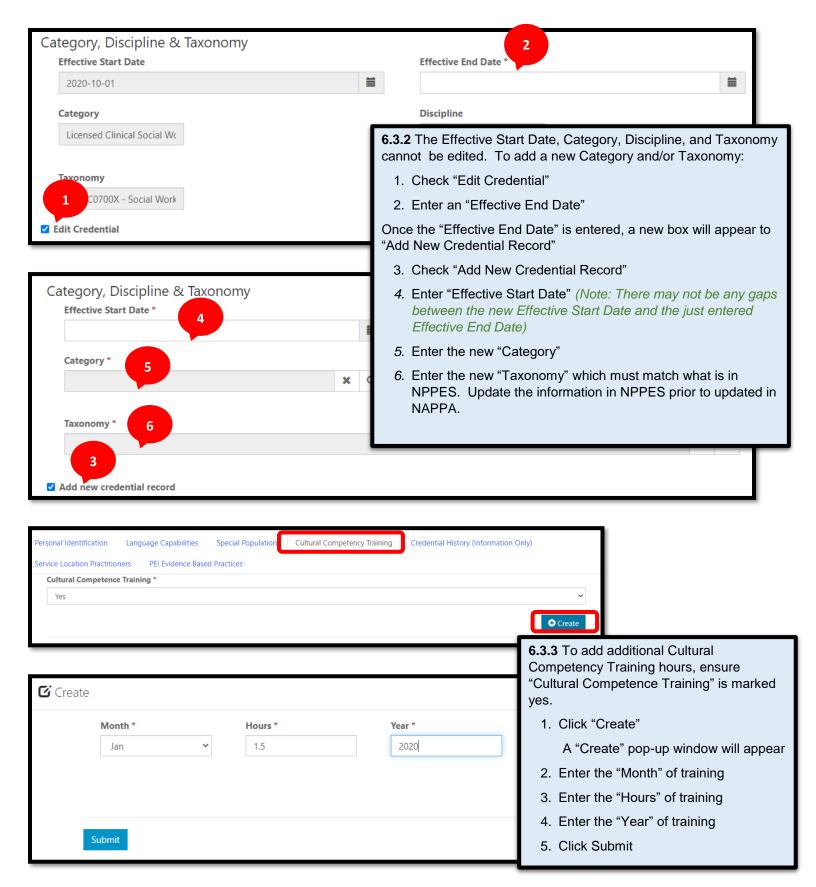
Associated	Practition	ners Lis	t		
1255451605					
JENNIFER HALLMAN	1255451605	JENNIFER	HALLMAN	Submitted To IBHIS	Disassociate

Step 6.3: Select the tab that has information that needs to be updated:

- Personal Identification (Refer to Step 6.3.1 and 6.3.2)
- Language Capabilities Update the information
- Special Population Update the information
- Cultural Competency Training (Refer to Step 6.3.3 below)

Tip: The Service Location Practitioners tab provides all the services locations the practitioner is currently associated to as well as the count of their FTEs.





Step 6.4: Once all information has been updated, click "Save & Submit"

		Save As Draft	Save & Submit	
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List of all Categories and Accepted Taxonomy Codes for SMHS

	License			
Category	Required	Taxonomy Description		
	Yes	2080P0006X - Behavioral Pediatrics		
Licensed Physician, DO	163	208D00000X - Physician, General Practice		
	Yes	2080P0006X - Physician, General Practice		
Licensed Physician, MD	163	208D00000X - Physician, General Practice		
	Yes	2084P0802X - Physician, Addiction Psychiatry		
	163	2084P0804X - Physician, Child & Discount Psychiatry		
Licensed Psychiatrist, DO		2084F0202X - Physician, Forensic Psychiatry		
Licensed rayoniatrist, DO		2084P0805X - Physician, Geriatric Psychiatry		
		2084P0800X - Physician, Psychiatry		
	Yes	2084P0802X - Physician, Addiction Psychiatry		
	163	2084P0804X - Physician, Child & Discount Psychiatry		
Licensed Psychiatrist, MD		2084F0202X - Physician, Forensic Psychiatry		
Electised i Sycillatilist, IVID		2084P0805X - Physician, Geriatric Psychiatry		
		2084P0800X - Physician, Psychiatry		
Licensed Resident Physician	Yes	17440000X - Specialist		
Unlicensed Resident Physician	No	390200000X - Student in an Organized Health Care Education/Training Program		
Licensed Psych Tech	Yes	167G00000X - Licensed Psychiatric Technician		
Licensed Vocational Nurse	Yes	164X00000X - Licensed Vocational Nurse		
Electised Vocational Naise	Yes	163W00000X - Registered Nurse		
	163	163WA0400X - Registered Nurse, Addiction (Substance Use Disorder)		
		163WC1500X - Registered Nurse, Community Health		
Registered Nurse		163WP0807X - Registered Nurse, Psychiatric/Mental Health Child & Adolescent		
		163WP0808X - Registered Nurse, Psychiatric/ Mental Health		
		163WP0809X - Registered Nurse, Psychiatric/Mental Health Adult		
Student Nurse	No	390200000X - Student in an Organized Health Care Education/Training Program		
Student Psych Tech	No	390200000X - Student in an Organized Health Care Education/Training Program		
Student rayen reen	No	175T00000X - Peer Specialist		
	140	172V00000X - Community Health Worker		
		171M00000X - Case Manager/Care Coordinator		
		101YS0200X - Counselor, School		
		225600000X - Dance Therapist		
		222Q00000X - Developmental Therapist		
		225A00000X - Music Therapist		
Mental Health Rehabilitation		102X00000X - Poetry Therapist		
Specialist		225800000X - Recreation Therapist		
Specialise		225400000X - Rehabilitation Practitioner		
	·	101YM0800X - Counselor Mental Health		
		101YA0400X - Counselor, Addiction (Substance Use D		
		374700000X - Technician		
		3747A0650X - Technician, Attendant Care Provider		
		101Y00000X - Counselor		
		221700000X - Art Therapist		
	Yes	225X00000X - Occupational Therapist		
Occupational Therapists	103	225XM0800X - Occupational Therapist, Mental Health		
Peer Advocate	No	175T00000X - Peer Specialist		
	,	172V00000X - Community Health Worker		
. S. Marocate		171M00000X - Case Manager/Care Coordinator		
Associate Clinical Social Worker	Yes	101YM0800X - Counselor Mental Health		
	Yes	104100000X - Social Worker		
Licensed Clinical Social Worker	103	1041C0700X - Social Worker, Clinical		
Licensed Chinear Joeiar Worker		1041S0200X - Social Worker, School		
Licensed Clinical Social Worker	Yes	104100000X - Social Worker 104100000X - Social Worker		
Social Work Intern (Student)	No	390200000X - Student in an Organized Health Care Education/Training Program		
Journ Work Intern (Student)	NO	350200000 - Student in an Organized Health Care Education/ Haining Flogiani		

Category	License	Taxonomy Description
,	Required	
	No	175T00000X - Peer Specialist
		172V00000X - Community Health Worker
		171M00000X - Case Manager/Care Coordinator
		101YS0200X - Counselor, School
		225600000X - Dance Therapist
		222Q00000X - Developmental Therapist
		225A00000X - Music Therapist
Other Mental Health Worker		102X00000X - Poetry Therapist
Other Mental Health Worker		225800000X - Recreation Therapist
		225400000X - Rehabilitation Practitioner
		101YM0800X - Counselor Mental Health
		101YA0400X - Counselor, Addiction (Substance Use D
		374700000X - Technician
		3747A0650X - Technician, Attendant Care Provider
		101Y00000X - Counselor
		221700000X - Art Therapist
	Yes	183500000X - Pharmacist
		1835P2201X - Pharmacist, Ambulatory Care
		1835C0205 - Pharmacist, Critical Care
		1835G0000X - Pharmacist, General Practice
		1835G0303X - Pharmacist, Geriatric
		1835N0905X - Pharmacist, Nuclear
Pharmacist		,
		1835N1003X - Pharmacist, Nutrition Support
		1835X0200X - Pharmacist, Oncology
		1835P0200X - Pharmacist, Pediatrics
		1835P1200X - Pharmacist, Pharmacotherapy
		183700000X - Pharmacist, Pharmacy Technician
C. I . Bl	 	1835P1300X - Pharmacist, Psychiatric
Student Pharmacist	No	390200000X - Student in an Organized Health Care Education/Training Program
Physician Assistant	Yes	363A00000X - Physician Assistant
<u> </u>		363AM0700X - Medical Physician Assistant
Student Physician Assistant	No	390200000X - Student in an Organized Health Care Education/Training Program
Associate Professional Clinical	Yes	101YP2500X - Counselor, Professional
Counselor		
Licensed Professional Clinical Counselor	Yes	101YP2500X - Counselor, Professional
Professional Clinical Counselor		
Trainee (Student)	No	390200000X - Student in an Organized Health Care Education/Training Program
Advanced Practice Pharmacist	Yes	1835P0018X - Pharmacist Clinician/Clinical Pharmacy Specialist
Student Advanced Practice Pharmacist	No	390200000X - Student in an Organized Health Care Education/Training Program
Nurse Drootition of /Dougle	Yes	363L00000X - Nurse Practitioner
Nurse Practitioner (Psych		363LC1500X - Nurse Practitioner, Community Health
Mental Health)		363LP0808X - Nurse Practitioner, Psychiatric/ Mental Health
Student Nurse Practitioner (Psych Mental Health)	No	390200000X - Student in an Organized Health Care Education/Training Program
,	Yes	103T00000X - Psychologist
		103TA0400X - Psychologist, Addiction (Substance Use Disorder)
		103TA0700X - Psychologist, Adult Development & Aging
		103TC0700X - Psychologist, Clinical
Licensed Psychologist PhD		103TC2200X - Psychologist, Clinical Child & Adolescent
		103TB0200X - Psychologist, Clinical Clinic & Adolescent
		103TC1900X - Psychologist, Cognitive & Benavioral
		103TP2701X - Psychologist, Group Psychotherapy

Catagory	License	Taxonomy Description		
Category	Required			
	Yes	103T00000X - Psychologist		
		103TA0400X - Psychologist, Addiction (Substance Use Disorder)		
		103TA0700X - Psychologist, Adult Development & Aging		
University of Device by a least the Device		103TC0700X - Psychologist, Clinical		
Licensed Psychologist PsyD		103TC2200X - Psychologist, Clinical Child & Adolescent		
		103TB0200X - Psychologist, Cognitive & Behavioral		
		103TC1900X - Psychologist, Counseling		
		103TP2701X - Psychologist, Group Psychotherapy		
Student/Intern Psychologist	No	390200000X - Student in an Organized Health Care Education/Training Program		
Waivered Psychologist PhD	No	225C00000X - Rehabilitation Counselor		
Waivered Psychologist PsyD	No	225C00000X - Rehabilitation Counselor		
Associate Marriage and Family Therapist	Yes	106H00000X - Marriage and Family Therapist		
Licensed Marriage and Family Therapist	Yes	106H00000X - Marriage and Family Therapist		
Marriage and Family Therapist Trainee (Student)	No	390200000X - Student in an Organized Health Care Education/Training Program		
	Yes	364S00000X - Clinical Nurse Specialist		
		364SP0809X - Clinical Nurse Specialist Psychiatric/Mental Health Adult		
		364SP0807X - Clinical Nurse Specialist Psychiatric/Mental Health Child & Adolescent		
		364SP0810X - Clinical Nurse Specialist Psychiatric/Mental Health Child & Family		
Clinical Nurse Specialist		364SP0811X - Clinical Nurse Specialist Psychiatric/Mental Health Chronically III		
		364SP0812X - Clinical Nurse Specialist Psychiatric/Mental Health Community		
		364SP0813X - Clinical Nurse Specialist Psychiatric/Mental Health Geropsychiatric		
		364SC1501X - Clinical Nurse Specialist, Community Health/Public Health		
		364SP0808X - Clinical Nurse Specialist, Psychiatric/Mental Health		
Student Clinical Nurse Specialist	No	390200000X - Student in an Organized Health Care Education/Training Program		
Other Student	No	390200000X - Student in an Organized Health Care Education/Training Program		
	No	172V00000X - Community Health Worker		
Community Worker		171M00000X - Case Manager/Care Coordinator		
		175T00000X - Peer Specialist		
Financial Worker	No			
Administrative Staff	No			

The following professional categories should have a DEA Number:

Advanced Practice Pharmacist Licensed Psychiatrist, DO Nurse Practitioner (Psych Mental Health)

Licensed Physician, DO Licensed Psychiatrist, MD Pharmacist

Licensed Physician, MD Licensed Resident Physician Physician Assistant